

**How to Transmit and Access
Documents Related to
Special Motions to Strike Strategic Lawsuits
Against Public Participation (SLAPPs)**

Assembly Bill 1675 (Stat. 1999, ch. 960) amended Code of Civil Procedure section 425.16 to require any party who files a special motion to strike or who files an opposition to such a motion to, upon filing, promptly transmit the following documents to the Judicial Council: *(1) a copy of the endorsed-filed caption page of the motion or opposition (caption page only – not entire motion papers), (2) a copy of any related notice of appeal or petition for a writ, and (3) a conformed copy of any order pursuant to section 425.16, including any order granting or denying a special motion to strike, discovery, or fees.* The information that follows explains how to transmit and access these documents.

To Transmit Documents by Fax

Send documents with a clearly addressed fax cover sheet to:

Judicial Council of California
Council and Legal Services Division
RE: SLAPP Documents Per CCP 425.16
Attn: Research & Planning Unit Secretary
Fax: 415-865-4332

To Transmit Documents by E-Mail

Documents should be in Word 97. [Send an e-mail message with the documents in an attachment to SLAPP@jud.ca.gov](mailto:SLAPP@jud.ca.gov). The e-mail message must include the date the documents were filed with the court.

To Access Documents

Web Access:

[A log is posted on the California Courts Web site \(www.courtinfo.ca.gov/reference/4_courtshowto.htm\)](http://www.courtinfo.ca.gov/reference/4_courtshowto.htm) which outlines identifying information for cases whose documents have been transmitted to the Judicial Council. An updated version of the log will be posted to the Web site by the fifth business day of each month. The log is a Word 97 file.

To Physically View Documents:

[On-site viewing is by appointment only](#). Call the Judicial Council of California, Administrative Office of the Courts, Research and Planning Unit Secretary at 415-865-7454 to schedule an appointment.

To Get Help

Call Shaunese Henderson at 415-865-7454 for assistance related to transmitting documents or on-site viewing appointments. All other questions should be directed to Jacquelyn Harbert at 415-865-7708.